



City of Georgetown

THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR TELECOMMUNICATOR: APPLICATIONS CAN BE OBTAINED ONLINE AT GEORGETOWNKY.GOV OR AT 100 COURT STREET GEORGETOWN, KY 40324. COMPLETED APPLICATIONS CAN BE E-MAILED TO MEGAN.MILLER@GEORGETOWNKY.GOV OR DELIVERED/MAILED TO CITY HALL AT THE ABOVE ADDRESS. RESUMES WILL NOT BE ACCEPTED UNLESS ATTACHED TO AN APPLICATION.

TELECOMMUNICATOR

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORKPLACE

AFFIRMATIVE ACTION PROGRAM M/F/D/V

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Receives information by way or radio and telephone, and transmits to public safety agencies, in order of importance, during assigned shift. Ability to operate computer aided dispatch basic functions. Runs operator's license checks, registration checks and wanted persons checks on computer. Prepares and maintains files as requested. Calls wrecker services as needed.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Graduation from high school or equivalent (G.E.D.). Ability to attend and complete telecommunication training for certifications required by KRS laws within 6 months of employment.

Knowledge: General understanding of public safety emergency services operating procedures.

Knowledge of the geography of the county, including the location of streets and roads, major buildings, etc..

Skills: Skill in the use of radios, telephones and computers. Basic map reading skills and comprehension.

Abilities: Ability to remain calm during emergency situations for long periods of time. Ability to prioritize calls. Ability to analyze complex situations and execute effective courses of action.

Ability to communicate effectively, orally and in writing. Ability to operate a computer. Ability to multi-task.

ADDITIONAL REQUIREMENTS:

Must attend Telecommunications Academy to obtain certifications per KRS during required time period. Must be able to work irregular hours, nights, weekends and holidays. The mental effort of this position is heavy, with constant interruptions and involves heavy contact with the public.